## APPLICATION FOR RECORDS RETENTION SCHEDULE DEPARTMENT OF ARCHIVES AND HISTORY 860411-01 **RECORDS MANAGEMENT DIVISION** INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. / FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Ga. Dept. of Natural Resources **Application Number** Application Date Environmental Protection Division Air Quality Control Section 156 Trinity Avenue, S.W., Suite 320 Application Number Date Received Date Completed APR 1 1 1986 JUN 20 1986 Atlanta, Georgia 30303 Working Title Telephone Number 2. Person to Contact Linda L. Bray Senior Secretary/Typist 656-4997 3. Action Requested a. Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. \_\_\_\_ Check One: 🕅 Change; 🗆 Supercede; 🗆 Void 83-83 c. Amend Application No. \_ 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Air Quality Source Monitoring Quality Assurance Files Present What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Air Protection Branch is responsible for implementing the Georgia Air Quality Act of 1978. It adopts rules and regulations necessary to control air pollution within the State, including establishing ambient air quality standards to prevent, control or abate air pollution. It also investigates pollution problems, develops preventive control programs, and insures industry compliance by licensing all industries that emit contaminants into the air. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Forms: SM24- Report Review Summary Documents relating to: SM67- Record of Test Observations Audit Samples-Coal Analysis Included are: Continuous Emission Monitor-Inspections Information relating to quality assurance auditing of air pollutant emission testing conducted for industry as required by State Environmental Permits. These files contain documentation of field systems audits (observations) and of discrepancies found in reports of such tests.

How often are records referred to which are:

\_\_; Legal-size drawers \_\_

One to six months old <u>once/wk.</u>; Seven to twelve months old <u>once/wk.</u>; Thirteen to twenty-four months old <u>atrly.</u>;

\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_1 box

File is arranged:

8. Monthly Reference Rate

Letter-size drawers \_

AR-50-71; Rev. 76

By Year

twenty-five months and older <u>yearly</u>?

9. Annual Rate of Accumulation of Records

x	If not, where is	* *	ei ic2 i	•		•		
	b. Does the series		ential information	requiring	security handlin	g? If yes, cite law	or regulation.	
X	c. Is this a vital re			<u> </u>		·		)
X	d. Does this series		or long term rese	arch value	· · · · · · · · · · · · · · · · · · ·			- 1
	e. When one or tw					e file for a long pe	riod, could the	se
Х	documents be s			-				<u></u> .
X_	f. Is the informat		<b>)</b>		1			
х	g. Is the informati If yes, attach co		n this series ever a rtment's Ann			a summarized rep	ort?	
x	h. Is there a dupli	cation of this se	ries in your offic	e, or in and		gency?	٠	
x_	i. Is this series (or	a maior portio	n of it) regularly	microfilme				
x	i. Does the record		•				7	
11. Retent	ion Requirements	The	following requir	es the serie	s to be kept:			
a. Sta	to 1 aw		years.	ות	. Audit period			Voore
	tute of limitation		*		. Addit period . Administrative		8	years. years.
-	leral law	1	years. years.	f.		ion instructions		
			•					
Attach	copy or excert of la	ws or regulation	ns. Explain admi	nistrative n	eed.			
Reco	rds needed for	same peri	od of time a	as corre	sponding se	eries, "Air Q	uality Sou	rce
Moni	toring Corresp	ondence Fi	les (#80-390					
prev	rious office re	ference re	quirements.				.•	:
12 Approx	ved Disposition Instr	uctions Thi	c agangy racomm	ande that t	the file caries he	cut off at the end	of each:	
iz. Applo	ved Disposition mistr							then.
								<b>,</b>
	ld in the current files			•	r(s); then			
	nsfer to local holding							
	nsfer to State Record	ds Center; hold	yea	ır(s); then				
	insfer to State Archiv	es for permane	nt retention					
	ner (Specify)	. остол рогинала						
			-					
				1				
				`		-		
			•					
				Ļ	4.			
	•				•	4		•
		•	•					
		•		•	*			
				•				
These	instructions apply to	all prior and fi	ture accumulatio	ons of the s	eries.			·
	•						·	,
Agenmy Ho	ad/Designee (Signat	hural	Date	Pagarda	Management Of	ficer (Signature)		Date
Agency He	au Designee 13/g/lat	ure	/ /	Newius	\	iller (Signature)		Date
ブ	1 ₹4. Cold	om	4/4/86	1 tot	Danie			4-9-86
								<b>.</b>
Recommen	dations in para-	,		<del> </del>	State Records Co	ommittee (Signati	ure)	Date
	e approved.	State Aud	tor/Designee	1/1	ZZZ	11/6-		6-18-86
(If disappro	oved, attach letter			19.		my)		1 , , ,
of explanat	tion.)	Secretary of	State/Designee	Laure	ud (Meld	~		0/16/84
						///		11-411
AR-50-71;	Pay 76	Attorney G	eneral/Designee	1/1	VIII//	AMILLE	1	996
	CIRAL LO		(1	Restract Side	7	/	<i>/</i> ·	1100



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE						
Application Date	Ga. Dept. of Natural Resources	Application Number						
	Environmental Protection Division	83-83-A						
Application Number	Air Quality Control Section	Date Received Date Completed						
	4279 Memorial Drive, Suite D Decatur, Georgia 30032	JAN 2 1 1985   APR 1 6 1985						
2. Person to Contact	Working Title	Telephone Number						
Linda L. Bray	Senior Secretary/T	· '						
3. Action Requested	,							
a.   Establish Retention S	Schedule; record will continue to accumulate.							
	cumulation; no further accumulation anticipated.							
	No. 83-83 Check One: 🕅 Change; 🗆 Superced 5. Records Series Title (followed by title used in office; if di	de; U Void						
4. Dates of Series Earliest Latest	J. Neworup Series Title Pronowed by title used in Office; if di							
	Air Quality Source Monitoring Qual	ity Assurance Files						
1978 Present  6. Division and Office Function								
S. SITIBOLI GILL CHICE PURCHOR								
	on Branch is responsible for implem							
Quality Act of 1	978. It adopts rules and regulatio	ns necessary to control						
	thin the State, including establish							
	vent, control or abate air pollutio							
	ms, develops preventive control pro e by licensing all industries that							
dustry compilance the air.	o, reconsing arr industries that	omic concaminants into						
ciic all.	•							
		•						
·		-						
		•						
7. Record Series Description	This file contains the following documents (include form no	ımbers and titles, if any):						
	Attach samples of the file.							
Documents relating to:	No Change	·						
	No Change							
Included are:	(SEE COPY ATTACHED OF SCHEDULE ON	FILE)						
		,						
	•							
	•							
Ī								
File is arranged:								
8. Monthly Reference Rate	How often are records referred to which are: No Ch							
	One to six months old once/week; Seven to twelve months old once/weekThirteen to twenty-four months oldonce/atrly							
twenty-five months and older once/yr?								
9. Annual Rate of Accumulation	NO CI							
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)						
	The state of the s							
AR-50-71; Rev. 76	· (Over)	,						

х	a. Is this the offici							
X	b. Does the series		ential information	n requiring s	ecurity handling?	If yes, cite law or	r regulation	n.
X	c. Is this a vital red	cord?		<u> </u>		· .		·
X	d. Does this series		or long term rese	earch_value?				1
N/A	e. When one or tw	o documents in	the file make it	necessary to	keep the entire fi			hese
	documents be s	cheduled separa	ntely?	E 44 *				
X	f, Is the informati		r .		1	•		·
Х	g. Is the informati		this series ever a			summarized repor	τ/	
х	h. Is there a duplic					cy?		
X		a major portio	n of it) regularly	microfilmed	1?			
X	i. Does the record	l series result in	a computer prin	tout?			-	
11. Retenti	on Requirements	The	following requir	es the series	to be kept:			
a. State	e l aw		vears.	٠.	Audit period			years.
· -	e Law ute of limitation		•		Administrative ne	ed -	5	years. years.
c. Fede	•	*1	years.		Federal retention			years.
				••				• <del></del>
Attach	copy or excert of la	ŵs or regulation	ns. Explain admi	inistrative ne	ed.			•
			•		J		•	
No Ci								
No Ch	iange		÷					· •
<b>北</b> Hold	d in the current files	area	_month(s)	3 year	ar; □ Other (s); then		-	
XD Hold Tran □ Tran □ Dest □ Tran	nsfer to local holding nsfer to State Record troy, nsfer to State Archiv er (Specify)	area g area; hold ds Center; hold	year(s) year(s)	3year				
ID Hold ID Tran ID Tran ID Tran ID Tran ID Tran ID Other	nsfer to local holding nsfer to State Record troy, nsfer to State Archiv er (Specify)	area g area; hold ds Center; hold	year(s) year(s)	3year				
X□ Hold X□ Tran □ Tran □ Dest □ Tran □ Othe	nsfer to local holding nsfer to State Record troy, nsfer to State Archiv er (Specify)	area g area; hold ds Center; hold	year(s) year(s)	3year				
X□ Hold X□ Tran □ Tran □ Dest □ Tran □ Othe	nsfer to local holding nsfer to State Record troy, nsfer to State Archiv er (Specify)	area g area; hold ds Center; hold	year(s) year(s)	3year				
M Hold Tran Tran Dest Othe	nsfer to local holding nsfer to State Record troy, nsfer to State Archiv er (Specify)	areag area; hold ds Center; hold ves for permane	month(s)year(s)year	year ; then ar(s); then	(s); then			
M Hold Tran Tran Dest Othe	nsfer to local holding nsfer to State Record troy, nsfer to State Archiv er (Specify)	areag area; hold ds Center; hold ves for permane	month(s)year(s)year	year ; then ar(s); then	(s); then			
M Hold Tran Tran Dest Othe No Ch	nsfer to local holding nsfer to State Record troy, nsfer to State Archiver (Specify)  nange	areag area; hold ds Center; hold res for permaner	month(s)year(s)yearnt retention.	year then ar(s); then	eries.			
X□ Hold Tran □ Tran □ Tran □ Othe  No Ch	nsfer to local holding nsfer to State Record troy, nsfer to State Archiv er (Specify)	areag area; hold ds Center; hold res for permaner	month(s)year(s)year	year then ar(s); then	(s); then			Date
M Hold Tran Dest Tran Othe No Ch	nsfer to local holding nsfer to State Record troy, nsfer to State Archiver (Specify)  nange	areag area; hold ds Center; hold res for permaner	month(s)year(s)yearnt retention.	year year year (s); then ar(s); then Records I	eries.			
Mole Tran Tran	nsfer to local holding nsfer to State Record troy. Insfer to State Archiver (Specify)  nange  instructions apply to	areag area; hold ds Center; hold res for permaner	month(s)year(s)yearnt retention.	year year year (s); then ar(s); then Records I	eries.	er (Signature)		Date
Mole Tran Tran Dest Tran Other	nsfer to local holding nsfer to State Record troy. Insfer to State Archiver (Specify)  nange  instructions apply to did/Designee (Signate Control of Contr	areag area; holdg area; holdg area; holdg area; holdg area; holdg area; hold ges for permanent areag area; holdg area; hold ges for permanent areag area; hold ges for permanent areag area; holdg area; hold	month(s)year(s)year nt retention.  Date  1/17/85	year year year (s); then ar(s); then Records I	eries.  Management Office	er (Signature)		Date 1-18-85
MHold Tran Tran Dest Tran Othe No Ch	instructions apply to dations in para-e approved.	areag area; holdg area; holdg area; holdg area; holdg area; holdg area; hold ges for permanent areag area; holdg area; hold ges for permanent areag area; hold ges for permanent areag area; holdg area; hold	month(s)year(s)yearnt retention.	year year year (s); then ar(s); then Records I	eries.  Management Office	er (Signature)		Date 1-18-85
M Hold Tran Tran Dest Tran Othe No Ch  Recommend graph 12 are (If disappro	instructions apply to dations in para- e approved.	areag area; holdg area; holdg area; holdg area; holdg area; hold ges for permaner and fure)	month(s)year(s)year nt retention.  Date  1/17/85	year year year (s); then ar(s); then Records I	eries.  Management Office tate Records Com	er (Signature)		Date 1-18-85
Tran Tran Dest Tran Othe No Ch  Recommend Graph 12 are	instructions apply to dations in para- e approved.	areagarea; holdgarea; hold	month(s)year(s)year nt retention.  Date ///7/85	year year ; then ar(s); then Records I	eries.  Management Office tate Records Com	er (Signature)		Date 1-18-85



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

	Attention, Scheduling	Section.			
FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE		
Application Date  Application Number		Ga. Dept. of Natural Resources	Application Number		
		Environmental Protection Division	83-83		
		Air Quality Evaluation Section	Date Received	Date Completed	
		4279 Memorial Drive, Suite D	Er.	MAR 1 7 1983	
_		Decatur, Georgia 30032	FEB 2 8 1983		
2.	Person to Contact	Working Title	***************************************		
	Linda L. Bray	Senior Secretary/Typ	oist	656-4997	
<b>4</b> . Ea	Action Requested  a. XX Establish Retention  b. Dispose of present a  c. Amend Application  Dates of Series  arliest Latest  1978   Present  Division and Office Function  The Air Quality  protection, a  wide source re	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated.  No Check One: □ Change; □ Supercee  5. Records Series Title (followed by title used in office; if di  Air Quality Evaluation Quality As  (Source Monitoring Unit)	de;	rvation,	
7.	Record Series Description	This file contains the following documents (include form no	umbers and titles, if	any):	
l		Attach samples of the file.			
	Documents relating to:	Forms: SM24 - Report Review Summary SM67 - Record of Test Observ		· ·	
	Included are:				
	emission tes Environmenta	relating to quality assurance auditi ting conducted for industry as requi l Permits. These files contain docu ts (observations) and of discrepanci s.	red by Stat mentation o	e f field	
	File is arranged: A1pl	habetically by company			
8.	. Monthly Reference Rate	How often are records referred to which are:			
	One to six months old One twenty-five months and old	ce/wk; Seven to twelve months old <u>once/wk.</u> ; Thirteen t	o twenty-four mont	hs old <u>atrly.</u> ;	
۱.	. Annual Rate of Accumulat	ion of Records		······································	
			Oalman formanifest	•	
		; Legal-size drawers; Shelves;			
ÀR	I-50-71; Rev. 76	(Over)		· · · · · · · · · · · · · · · · · · ·	

YES	NO	10. Questionnaire	_(Place an "X	" in the proper co	ในภาก)		
v		a. Is this the offici					
X	X	b. Does the series		ential information		ecurity handling? If yes, cite la	w or regulation.
	l	: 	· · · · · · · · · · · · · · · · · · ·				
	X	<ul><li>c. Is this a vital red</li><li>d. Does this series</li></ul>	<del> </del>	or long term rese:	arch value?		
	Δ.			<i>i</i> .		keep the entire file for a long p	period could these
X		documents be s					
	X	f. Is the informati	on contained in	n this series ever p	ublished?	lf yes, attach copy.	
Х		g. Is the informati		n this series ever a	nalyzed and	or recorded in a summarized re	eport?
	Х			eries in your office	e, or in anot	her office or agency?	
	X		a major portio	n of it) regularly	microfilmed	?	
	$[X_{-}]$			a computer print			
11.	Retent	tion Requirements	👍 The	e following require	es the series	to be kept:	· .
	_	_	•		_		
		te Law		years.		Audit period	years.
		tute of limitation		years.		Administrative need	•
	c. Fed	deral law	<u> </u>	years.	1.	Federal retention instructions	years.
	A 44 I			C			
,	Attaci	n copy or excert of la	ws or regulation	ns. Explain admir	nistrative ne	ea.	•
(	744	ice refere	NCE I	downers	34.1.7		
		•	•		•		
12.	Appro	ved Disposition Instru		<del>-</del> -		e file series be cut off at the end	
			. KK	Calendar Year; 🗆	Fiscal Yea	r; 🗆 Other	then,
	1777 I L -	I d to also assumed files		_month(s)3		(A) along	
		old in the current files				s); then	
		ansfer to local holding		•			
		ansfer to State Record	as Center; noid	year	r(s); then		
	<b>X</b> X De	•		m4			
		ansfer to State Archiv her <i>(Specify)</i>	es for permane	nt retention.	1		
		ilei (Specity)		•	•		
		4	-		* * * * * * * * * * * * * * * * * * *		
					Ļ		
						;	
						•	•
			•	<b>-</b>	÷		
						r	•
1					•		• •
1							•
		•					
	These	inetrustions annly to	all prior and 4	المداديسينية ممينية	ne në eka sa	cion.	•
	rnese	instructions apply to	an prior and to	Jure accumulatio	iis of the se	165.	
1							
Age	ncy He	ad/Designee (Signat	ure)	Date	Records N	lanagement Officer (Signature,	Date
	_/	211 10 10		0/21/-			
L	_大	. H. Collos	n	2/24/83	(Fat	Same	2-25-83
				• /	Ċ.		ture) Date
Rec	ommei	ndations in para-		<del></del>	31	ate Records Committee (Signa	ture/ Date `
		re approved.	State Aud	itor/Designee	1/2	- Miland	3-11-83
	-	oved, attach letter	State Aud	. Cor / Designed	VVO-	N Sunan	ره ۱۰ د
	xplana		Secretary of	State/Designee	Edwar	d Welden	3/4/83
			Assama	eneral/Designee		Il	
L	0 71.	Rev. 76	Attorney G	•	lever Side)	mught	275-62